

*Information Technology Resource Management Council (ITRMC)*

**IDANET Steering Committee**

January 19, 2010 Meeting Minutes

(Approved by Committee February 16, 2010)

The January 19, 2010, IDANET Steering Committee meeting was held in Conference Room 155 of the LBJ Building, 650 West State Street, Boise, Idaho.

**ATTENDANCE**

**Members / Alternates Present:**

John McAllister (Chair)  
Alvino Artalejo, Dept. of Health and Welfare  
Mike Guryan, OCIO  
Kathryn Romano, ITD  
Mike Seifrit, Dept of Juvenile Corrections (phone)

**Others Present:**

Sally Brevick, OCIO  
Robin Finch, Dept. of Administration  
Carla Casper, OCIO  
Greg Zickau, OCIO  
Bob Hough, Office of the State Controller  
Nick Leonardson, Dept of Labor

**APPROVAL OF THE PREVIOUS MINUTES**

**MOTION: Mike Guryan moved and Alvino Artalejo seconded a motion to approve the minutes of December 15, 2009; the motion passed unanimously.**

**TECHNICAL / TRANSITION PLANNING - UPDATE**

Mike Guryan noted briefly that

- the MPLS implementation was currently happening as it had been scheduled to take place from December to February 1;
- completion date for the WAN circuits should still be April 30<sup>th</sup>;
- the contract addendum with Qwest is still being finalized;
- a test lab has been built and been in use for about a week with the testing of different scenarios.
- meetings are being scheduled with agencies to discuss accounting and billing.

Migration work had been carried out the previous Sunday (January 17<sup>th</sup>) but the Bureau of Homeland Security experienced some problems. The migration was rolled back and another attempt will be made on January 23<sup>rd</sup>/24<sup>th</sup>.

Project metrics show that \$24,000 had been budgeted for December which was the amount spent. The planned Personnel cost was about \$15,000 but \$10,000 was spent. The MPLS work is slightly behind but should catch up to schedule. Some hardware has been purchased and spending is on schedule. It is still not yet possible to purchase circuits as the contract addendum has not been finalized. With regards to training, nothing has been spent yet although it had been anticipated that \$5,000 would be spent by this time. The training has been modified in that formal training will be held to integrate people into the final design rather than involve them in the development. The overall schedule performance of 0.8 means the project is 20% behind target, and with a total project length of 212 days, that equates to being about a month behind. Every attempt will be made to reduce this over the next three to four weeks.

**FINANCIAL REPORT**

Nick Leonardson provided an updated Cash Balance Projection, see attached. Two items have been added (in red):

- 1) The "Projected migrated agency revenue loss" is the revenue that IdaNet could expect to lose as agencies migrate from IdaNet prior to the switch-off date of April 30<sup>th</sup>. This is not a precise figure but rather a conservative estimate of two months of revenue, which is the worst case scenario and the number could be smaller.
- 2) "Operating Costs May-Jun" reflects the operating costs that IdaNet is contracted to pay throughout the fiscal year, regardless of the switch-off. It was noted that some contracts run until September, this will be confirmed and the figures provided to Nick.

### **IdaNet Cash Balance Projection**

**Month ending: December 2009**

**Target switch-off date: April 30, 2010**

Cash balance December 2009: \$371,605

#### **SFY 10 Revenue and Operating Costs**

Projected monthly revenue:	\$37,000	
Projected monthly operating costs:	\$42,500	
Projected monthly cash decrease:	(\$5,500)	

#### **SFY 10 Decrease in Cash Dec - Apr**

Projected revenue:	\$148,000	(\$37,000 @ 4 months)
Projected operating costs:	\$170,000	(\$42,500 @ 4 months)
Cash increase (decrease)	(\$22,000)	
Projected migrated agency revenue loss	(\$74,000)	(two months of revenue)
Current cash balance:	\$371,605	
Projected cash balance Apr 30:	\$275,605	

#### **At Apr 30, 2010 (no working capital reserve; excess cash used for Idanet transition)**

Projected cash balance Apr 30:	\$275,605	
Current accounts receivable	\$2,492	
Current accounts payable	(\$51,290)	
Operating costs May-Jun	(\$52,327)	
<b>Cash available for transition:</b>	<b>\$174,480</b>	

**NEXT SCHEDULED MEETING: February 16, 2010, 1:30 to 3:30pm in Conference Room 155 of the LBJ Building, 650 West State Street, Boise.**

Respectfully submitted,



Sally Brevick, Office of the CIO